



Government of Jammu and Kashmir
Industries & Commerce Department
Civil Secretariat, Jammu/Srinagar

Circular No:-03 -IND of 2018
D a t e d :-06 -07 - 2018

Subject:- Instructions regarding furnishing of documents for issuance of retirement notification.

It has been observed that Directorates are furnishing the documents/information in respect of the retiring employees in piece meals for issuing retirement notifications.

Accordingly, it is impressed upon all the Directorates under Administrative control of Industries & Commerce Department to furnish the relevant documents/information (i.e. attested photocopy of 1st page of Service Book of the officer alongwith attested copy of date of birth certificate) in respect of employees who are retiring on superannuation in the upcoming year atleast six months prior to date of retirement so that Administrative Department is able to issue requisite retirement notifications well in time.

M.A.S.
6/7/18

(Mohammad Ayoub)

Under Secretary to Government
Industries & Commerce Department

M.A.S.

Dated:-06.07.2018

No. IND/DIC-137/97

Copy to the:-

01.All HODs.

02.Private Secretary to Principal Secretary to Government, Industries & Commerce Department.

03.Incharge website.